

Library of Presentations

FRCOG – Elected Officials Seminar
Disasters and Town Management
December 3, 2012
Montague Public Safety Complex



Bill Arrigo
Massachusetts Department of Revenue
Division of Local Services
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Public Finance Section

Guidelines for Emergency Spending and Appropriations in Cases of Natural Disasters

Massachusetts Society of CPA's
Government Accounting and Auditing
Conference
Sheraton Framingham, Framingham, MA
June 15, 2012

Gerard D. Perry
Director of Accounts
Division of Local Services
Bureau of Accounts

2012 CPA Presentation



2012 Regionalization Conference

Top Ten Things to Remember about the Local Officials Directory

1. "Replace" is different than "Correct". If you overwrite an existing official, when you click Done you'll be prompted as to whether it's a new person in the position or you're just correcting the same person's name.

2. What is a "Functional Role" and why should clerks care? Furthermore, state officials want to send a message to the person in charge of certain departments. If the mailing list sent to the city and town clerks, you could search on "City/Town Clerk" department, but you'd get everyone working in that department who has been entered in the Directory. If you search by location title, you have to manually enter "City Clerk" or "Town Clerk" or "City/Town Clerk" in the search box. If you search by Functional Role, you can search for "City/Town Clerk" and get only one person per city/town clerk. Functional role helps everyone identify that person.

3. How do I enter Election Date? You can enter it, click Done in the jurisdiction record. You cannot enter it in the individual official's record. Click on your community's name in the grid or in the green directory listing. Or, click on Edit Jurisdiction in the left panel.



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Gateway—Handout for City/Town Clerks

Tax Rate FY2013

**Division of Local Services
Department of Revenue**

Tax Rate FY2013